

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Dear

We are pleased to inform you that your appointment with this Agency has been approved at Grade , salary per annum, as

The appointment is subject to completion of processing at the time you enter on duty. This final processing consists of taking the oath of office, signing a loyalty affidavit, completing a physical examination at our medical center, and participating in a final security clearance interview. The gross salary quoted will be subject to deductions for United States income taxes and 6 percent for the United States Civil Service Retirement Fund.

We hope you will be able to join us at an early date. Please advise this Personnel Office as soon as possible of the exact date that you will be able to enter on duty, by telephone, Executive 3-6115, extension 2322, or by telegram 2430 E Street, N. W., Washington, D. C., attention

Please report to the Receptionist, 2430 E Street, N. W., Washington, D. C. at 8:15 a.m. on the reporting for duty date that you establish with this office.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

For your information you will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements can be made for a temporary loan with a financial institution if necessary.

Sincerely yours,

Chief, Personnel Division

NOTICE TO ENTER ON DUTY  
UNDER FULL CLEARANCE.